

# **NEWPORT PUBLIC LIBRARY**

## **Board of Trustees**

### **Meeting Minutes**

**February 28, 2013**

**1. Call to order: President Mary Ambrogi called the meeting to order at 4:35 p.m. in the Rotary Board Room of the Newport Public Library.**

**Attendance: Mary Ambrogi, Lynn Ceglie, Doriennne Farzan, Chuck Flippo, Girard Galvin, David Gordon, Justin McLaughlin, David Reed, Sheila Sulentic and library director Regina Slezak.**

**Ron Nossek from Cohn Reznick LLP was also in attendance.**

**Excused: Jennifer Booth, Carol Cummins, Paul Gaines, Eileen Hadfield, Robin Skuncik Jones and Susan McCoy.**

**2. Amendment to the agenda:**

**There were two amendments to the agenda. Financial Audit for Fiscal Year 2012 is moved to beginning of meeting and Review of 990 Tax Form is added to the Financial Committee report.**

**3. Minutes of the January 17, 2013 meeting:**

**Regina Slezak, reporting for Susan McCoy, asked for changes or additions to the minutes. Justin McLaughlin and Chuck Flippo asked**

that their names be removed from voting as they are ex-officio members of the board.

Dorienne Farzan made a motion to accept the minutes as corrected. David Reed seconded the motion. Mary Ambrogi, Lynn Ceglie, Dorienne Farzan, Girard Galvin, David Gordon, David Reed and Sheila Sulentic voted for the motion. There were no votes against. The vote was unanimous.

The motion carried.

#### **4. Finance Committee report:**

##### **a. Financial Audit Fiscal Year 2012:**

Ron Nossek from Cohn Reznick, LLP distributed copies of the audit presentation which includes financial highlights and management recommendations plus copies of the full audit. The library received a clean audit and is in a good financial position.

##### **b. 990 Tax Form:**

Copies of the library's completed 990 Tax Return were distributed for review.

##### **c. Proposed Budget for Fiscal Year 2014:**

Regina Slezak distributed copies of the proposed budget for fiscal year 2014. The budget assumptions for income for 2014 are; State aid should increase to \$378,526; Fines should be lower as a trend towards lower circulation continues; Commissions should be higher; Fundraising should be higher; Elimination of the Bookmobile, new

van provided by funds from the Champlin Foundations.

The budget assumptions for expenses for 2014 are; Salaries increase 1.8%; Overall increase is 1.8% with a 2.05% increase in city allocation.

Lynne Ceglie made a motion to accept the proposed budget for fiscal year 2014. Sheila Sulentic seconded the motion. Mary Ambrogi, Lynn Ceglie, Dorianne Farzan, Girard Galvin, David Gordon, David Reed and Sheila Sulentic voted for the motion. There were no votes against. The vote was unanimous.

The motion carried.

#### **d. Financial Statements for January 2013:**

Financial statements for January 2013 were reviewed. Sheila Sulentic reported that expenses were under budget year to date with utilities less than budgeted and materials less than budgeted. Income is slightly over budget by \$39,000.

#### **5. Building and Grounds Committee:**

David Reed reported that new security cameras have been installed in various parts of the building. Meetings concerning the roof continue but the consensus is that the roof should last another ten years with ongoing maintenance.

#### **6 Financial Development Committee report:**

Regina Slezak, reporting for Susan McCoy, reported that another

**donation came in for the Annual Appeal. the total now is \$13,940 from 142 donors.**

**Sponsor letters have been mailed for the event. So far, 8 sponsors and 7 donors have responded.**

#### **7 Friends of the Library:**

**Chuck Flippo reported that the Friends received over \$2,000 in memory of David Jenkins. The money will be used to buy furniture for the children's section of the library. The annual membership drive is in the mail and e-Bay sales are still strong and bring in money.**

#### **8. Director's Report:**

**In addition to her written report, Regina Slezak reported that the library closed early on February 8th and all day February 9th and 10th due to the blizzard. Power was lost but the library did not sustain any damage. The Newport County Chamber of Commerce Expo is March 12th and the library will have a table, thanks to the Friends of the Library.**

#### **9. Old business:**

##### **a. Angell Pension RFP Service:**

**At the last Board meeting, discussion took place regarding the various activities needed for our 403b plan to be in compliance with ERISA and Department of Labor regulations. An RFP from Angell Pension Group to prepare and analyze an RFP for advisor and record keeper service for our 403b plan was presented to the Board for**

**approval. There is a onetime cost of \$5,000 for these services.**

**Girard Galvin made a motion to accept the contract with Angell Pension Group. David Gordon seconded the motion. Mary Ambrogi, Lynn Ceglie, Doriennne Farzan, Girard Galvin, David Gordon, David Reed and Sheila Sulentic voted for the motion. There were no votes against. The vote was unanimous.**

**The motion carried.**

#### **10. New Business:**

##### **a. St. Patrick's Day Parade:**

**Mary Ambrogi proposed that the library close on Saturday, March 16th. The library would like to participate in the city's St. Patrick's Day Parade with the Bookmobile. Statistics show that circulation is down by half due to crowds of people in the area and in the parking lot, making it difficult for people to get to the library.**

**Lynn Ceglie made a motion to approve the closing of the library on March 16th. Girard Galvin seconded the motion. Mary Ambrogi, Lynn Ceglie, Doriennne Farzan, Girard Galvin, David Gordon, David Reed and Sheila Sulentic voted for the motion. There were no votes against. The vote was unanimous.**

**The motion carried.**

#### **11. Adjournment:**

**The meeting was adjourned at 5:55.**

**The next meeting is scheduled on March 21, 2013.**